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07/7/05

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: SENIOR PROJECT MANAGER - DEVELOPMENT (NON-CLASSIFIED)

DEFINITION

Under general direction, to develop and implement strategies, policies and programs related to urban and community redevelopment and/or economic development within one or more designated geographic or functional areas; to work closely with related Divisions to coordinate seamless service delivery within target or functional areas; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

The incumbent shall be appointed "at-will", exempt from classified service and serve at the pleasure of the City Manager. The non-classified Senior Project Manager - Development is distinguished from the classified Project Manager by the specialized nature, difficulty and complexity of work assignments. Incumbents in this classification are expected to demonstrate significant leadership toward the attainment of development goals, work with and understand private sector development interests, independently plan and carry out activities with minimal direction; and exercise managerial responsibility and accountability for the City's highest priority development projects; including independently negotiating development transactions. The Senior Project Manager - Development is responsible for establishing goals, analyzing problems and recommending policy within one or more project areas, and may supervise one or more project managers. This is a broad specification for non-classified redevelopment professionals encompassing entry, full journey and advanced journey level work. Initially, incumbents may perform the more routine tasks and duties and work under close supervision. As knowledge and experience is gained in the incumbent's scope of development responsibility, and compensation increases based upon performance, incumbents perform the full range of duties as assigned and receive only occasional instructions or assistance as new or unusual situations arise. As incumbents progress further in experience, and compensation increases based upon performance, incumbents perform the most difficult and responsible types of duties requiring the frequent use of high degree and independent judgement.

REPORTS TO: Redevelopment Program Manager, Economic Development Manager or designee for City Manager. (Note: This non-classified position is appointed by the City Manager).

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Redevelopment Program Manager, Economic Development Manager or designee. Exercises supervision over professional, paraprofessional, technical, and administrative support staff, as assigned.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Direct, coordinate, monitor and evaluate the planning and execution of Redevelopment and/or Economic Development goals and objectives; develop policy related to land use, incentive programs and real estate project development.
- Establish goals, objectives, priorities, schedules and budgets for individual programs and projects.
- Establish economic development strategies, policies and procedures.
- Establish and manage performance measurement systems related to Redevelopment and/or Economic Development goals and objectives.

- Maintain liaison with local Redevelopment and/or Economic Development organizations, local and regional businesses, developers, real estate brokers, public agencies, property owners, and the general public to encourage collaborations and promote Redevelopment and/or Economic Development activities.
- Make public presentations to legislative bodies, business organizations, community groups, development associations and others regarding the City's Redevelopment and/or Economic Development goals and objectives.
- Identify and market sites suitable for Redevelopment and/or Economic Development.
- Identify and attract targeted retail, manufacturing and other desirable businesses and investments.
- Prepare and administer professional service, financial and real estate development contracts, Owner Participation Agreements, and Development and Disposition Agreements.
- Conduct and/or coordinate complex studies, and prepare comprehensive reports and recommendations.
- Establish and maintain electronic database and contact management programs.
- Coordinate with other departments the review and processing of specific private development projects.
- Develop Requests for Qualifications and Request of Proposals.
- Plan, develop and manage real estate development, financial analysis, direct business assistance and incentive program development/implementation.
- Oversee diverse forms of business assistance, including site selection, public and private financing, work force development, international trade, permit fast-tracking and general entrepreneurial problem solving with a government environment.
- Leverage funding through grants, assistance programs and other means of maximizing the effectiveness of redevelopment projects.
- Oversee management of City's demographic, land use and market-related database; including maintenance of a commercial and industrial property inventory.
- Network and coalition build with local, regional, state and federal business and economic development organizations.
- Enter into negotiations with developers, business owners and tenants.
- Facilitate interdepartmental coordination related to strategic planning, business recruitment and business retention.

QUALIFICATIONS

Knowledge of:

- Principles and practices of local government organization, administration, budget and personnel management.
- State-of-the art redevelopment, community and/or economic development strategies.
- Pertinent federal, state and local laws regulations and programs.
- Principles and practices of government land use planning and real estate and economic development.
- Oral and written communication skills.
- Principles of supervision.
- Operation of personal computers, software applications and networked business communications.

- Grant writing, legislative analysis and performance monitoring and reporting.

Ability to:

- Initiate, plan, develop, manage and promote a sound Redevelopment and/or Economic Development project within target or program areas.
- Facilitate development projects through team building and pro-active problem solving. Present ideas and concepts effectively and persuasively in speaking before large and small groups; and to communicate effectively in written reports and correspondence.
- Establish and maintain effective working relationships.
- Build public and private support for collaborative business attraction, retention and expansion initiatives.
- Analyze development projects, including basic proforma preparation and review; and real estate financial analysis and deal structuring.
- Interpret, apply and explain laws, codes, policies and procedures.
- Analyze situations accurately and adopt effective courses of actions.
- Use relevant computer equipment and applications software to carry out work tasks and responsibilities.
- Supervise, train and evaluate professional, technical and administrative support staff.
- Prepare and administer contracts.
- Work with targeted business for outreach/marketing activities and grant solicitation and management.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: The equivalent to a Bachelor's Degree from an accredited four year college or university with major work in public or business administration, urban planning or a closely related field. A Master's Degree or graduate level course work is desirable.

Experience: Four years of professional experience in economic development, redevelopment, urban planning, real estate development, or related field. Experience must include three years in the economic development or redevelopment administration. A Master's Degree may be substituted for one year of the required experience.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Senior Project Manager/Development (Non-Classified)

TO: Redevelopment Program Manager or Economic Development Manager